

Weekly Roundup Emails

Introduction

Quick Answer

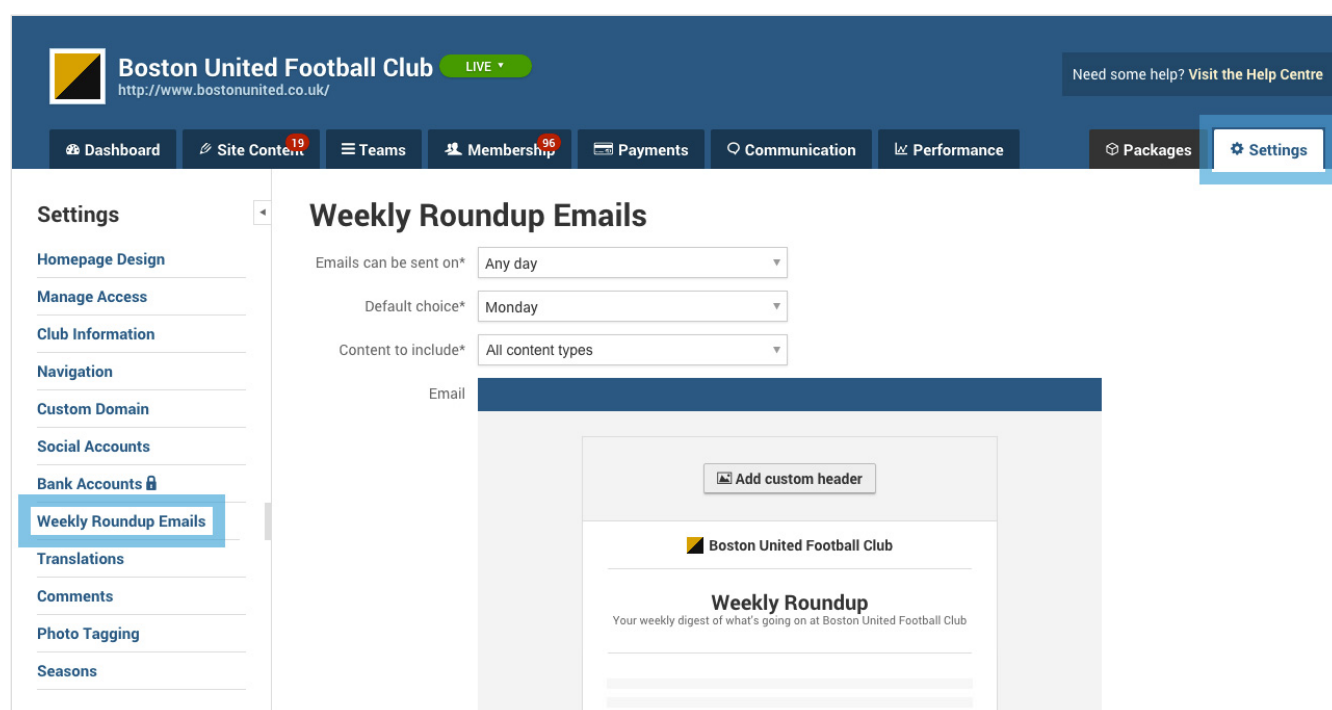
- Login to your **Club Control Panel**.
- Click the **Settings** tab.
- Select **Weekly Roundup Emails** from the left-hand menu.

Keeping your members up-to-date with the latest club news is essential. The Weekly Roundup emails sent to your members contain a wide range of content. This includes results, match reports, videos, photos and news items added within the last seven days, as well as upcoming fixtures and events for the next seven days.

For clubs on the Standard or Pro packages, there is the option to exclude some of these sections, as well add your own custom header and attach a sponsor to the email content.

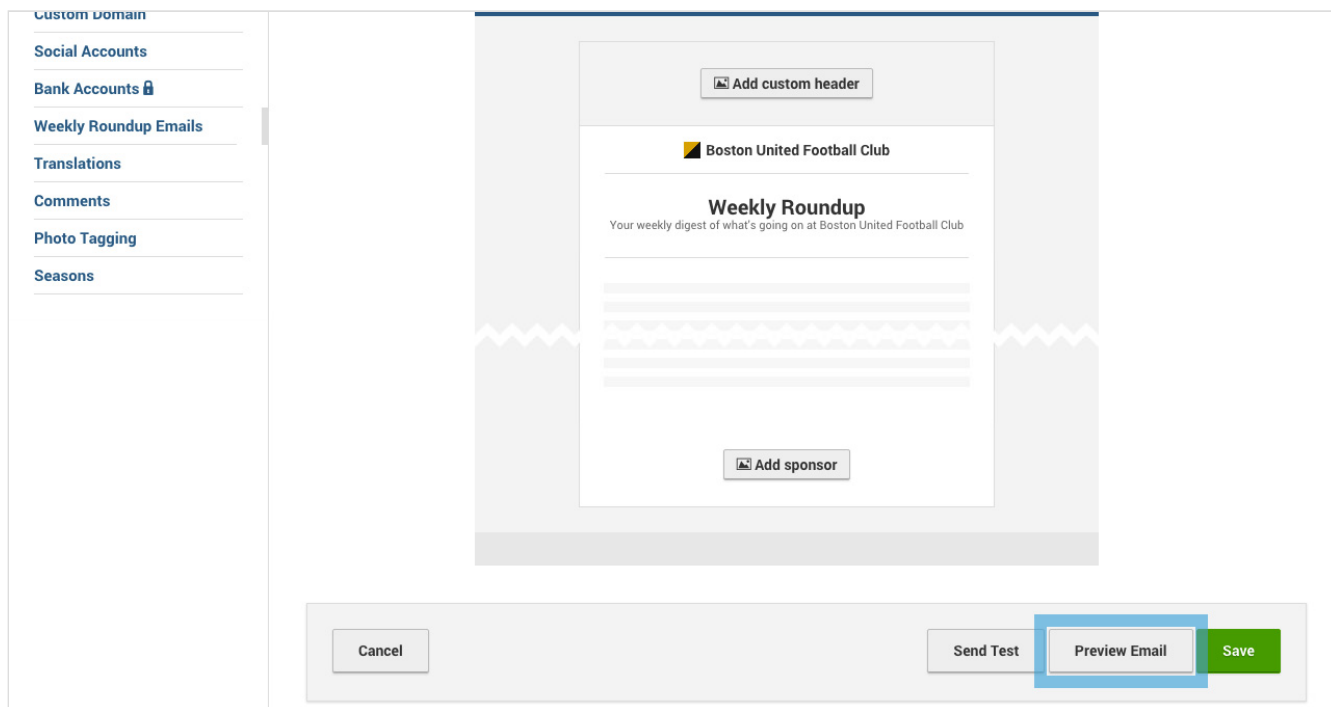
Preview the Roundup

Access your Club Control Panel and click the 'Settings' tab, then select 'Weekly Roundup Emails' from the left-hand menu.

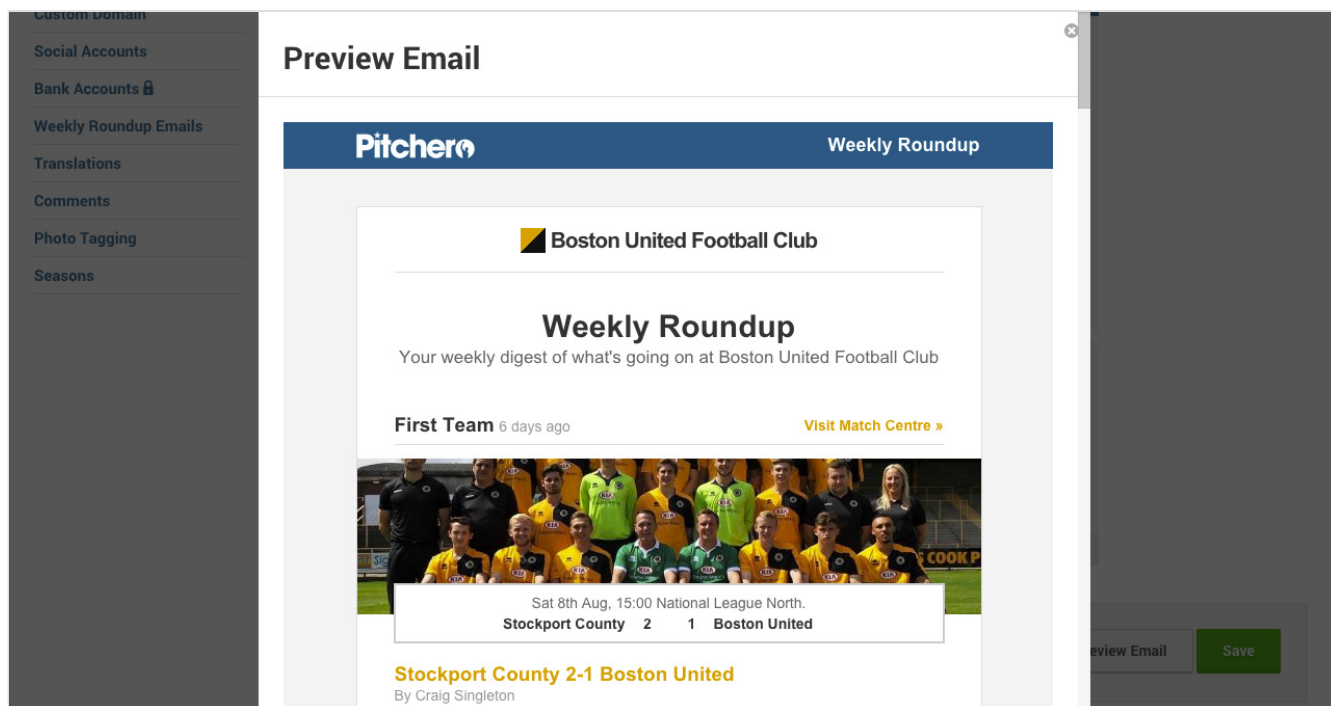


The screenshot displays the Club Control Panel for Boston United Football Club. The top navigation bar includes the club logo, name, website URL, a 'LIVE' status indicator, and a link to the Help Centre. Below this is a main menu with tabs for Dashboard, Site Content, Teams, Members, Payments, Communication, Performance, Packages, and Settings. The Settings tab is active, and the left-hand menu shows 'Weekly Roundup Emails' selected. The main content area is titled 'Weekly Roundup Emails' and contains three dropdown menus: 'Emails can be sent on*' (Any day), 'Default choice*' (Monday), and 'Content to include*' (All content types). Below these is a preview of the email content, which includes a custom header button, the club logo, the title 'Weekly Roundup', and a subtitle 'Your weekly digest of what's going on at Boston United Football Club'.

Scroll down to the bottom of the page and click the 'Preview Email' button on the right-hand side.



An overlay will appear where you can view how the generated email will display to your members.

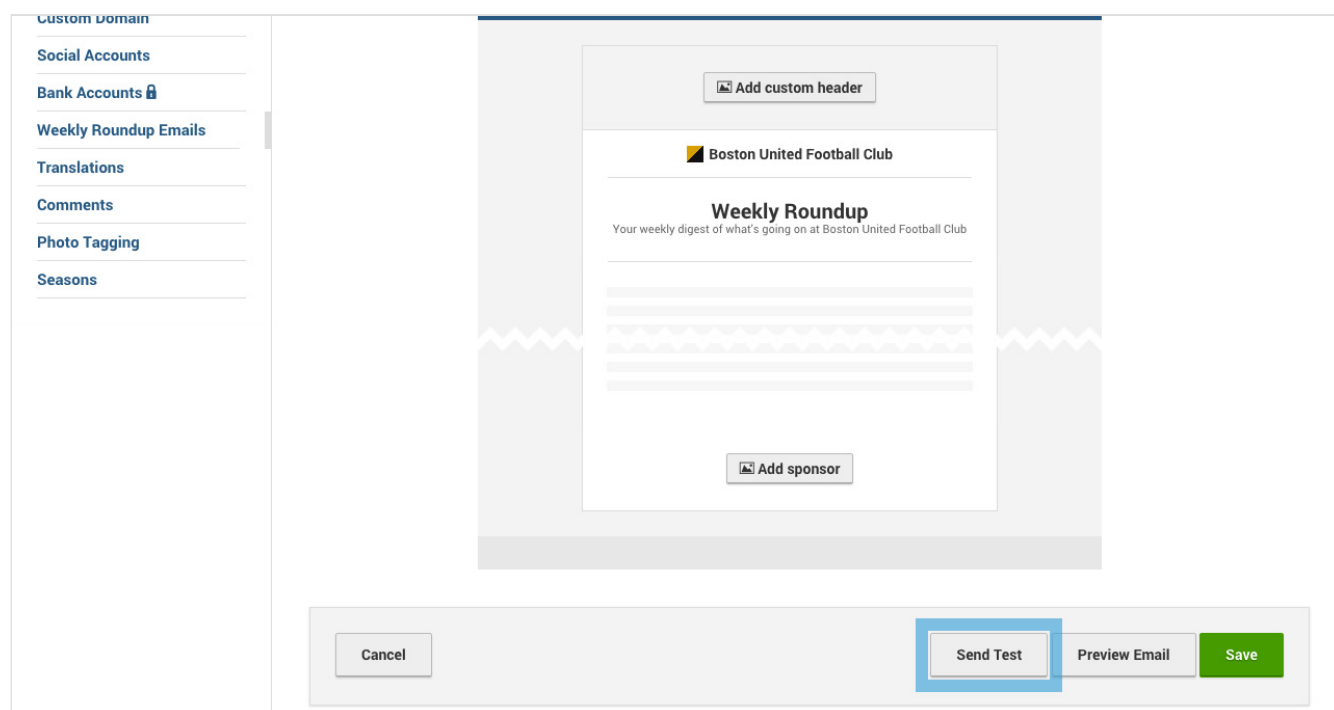


To close the overlay, click the grey 'x' icon in the top-right or the green 'Close' button at the bottom.

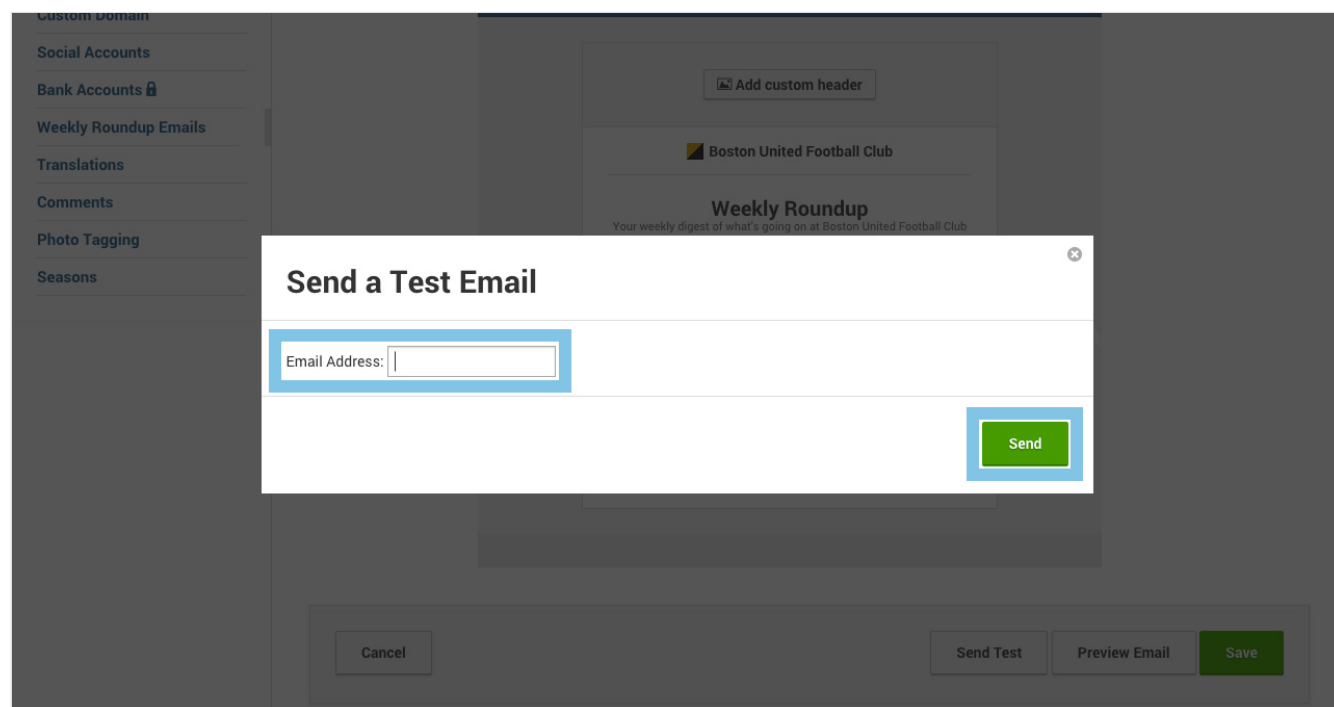
Test Roundup

There is also the option to send yourself the email as a test.

To do this, click the grey 'Send Test' button at the bottom of the 'Weekly Roundup Emails' page.



In the overlay, enter your email address and click the green 'Send' button.



Editing the Roundup

The option to change the content displayed in your Weekly Roundup Emails is available to clubs on the Standard or Pro packages.

Access your Club Control Panel and click the 'Settings' tab, then select 'Weekly Roundup Emails' from the left-hand menu.

The screenshot shows the Boston United Football Club Club Control Panel. The top navigation bar includes the club logo, name, and URL, along with a 'LIVE' indicator and a 'Need some help? Visit the Help Centre' link. Below this is a main menu with tabs for Dashboard, Site Content (19), Teams, Memberships (96), Payments, Communication, Performance, Packages, and Settings. The 'Settings' tab is active, and the left-hand menu shows various settings categories, with 'Weekly Roundup Emails' highlighted. The main content area is titled 'Weekly Roundup Emails' and contains three dropdown menus: 'Emails can be sent on*' (Any day), 'Default choice*' (Monday), and 'Content to include*' (All content types). Below these is a preview of the email content, which includes a header section with an 'Add custom header' button, the club logo, and the title 'Weekly Roundup' with a subtitle 'Your weekly digest of what's going on at Boston United Football Club'.

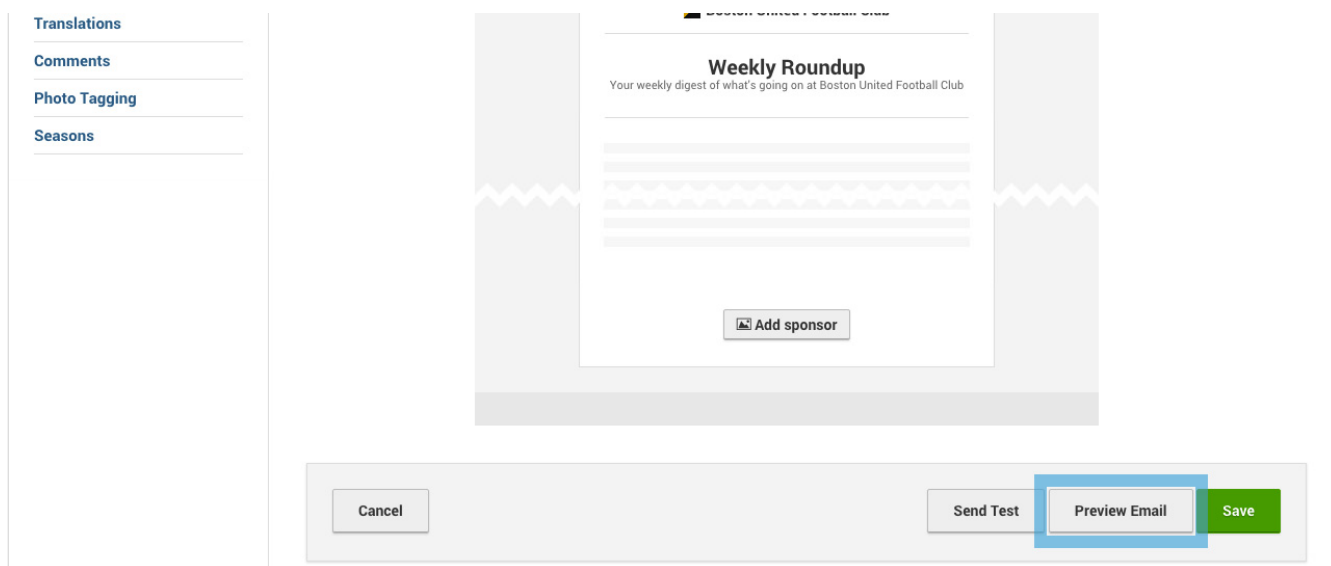
Here you can change the types of content that will appear in your emails.

Click into the 'Content to include' drop-down list to deselect any content types you do not want to include in the email.

This screenshot shows the same 'Weekly Roundup Emails' settings page, but with the 'Content to include*' dropdown menu open. The dropdown list shows 'All content types' at the top, followed by a list of content types with checkboxes: '[Select all]', 'News', 'Fixtures & Results', 'Events', 'Albums', and 'Videos'. The 'News' checkbox is currently checked. The rest of the page, including the top navigation bar and the left-hand menu, remains the same as in the previous screenshot.

To view the changes you have made, click the grey 'Preview Email' button.

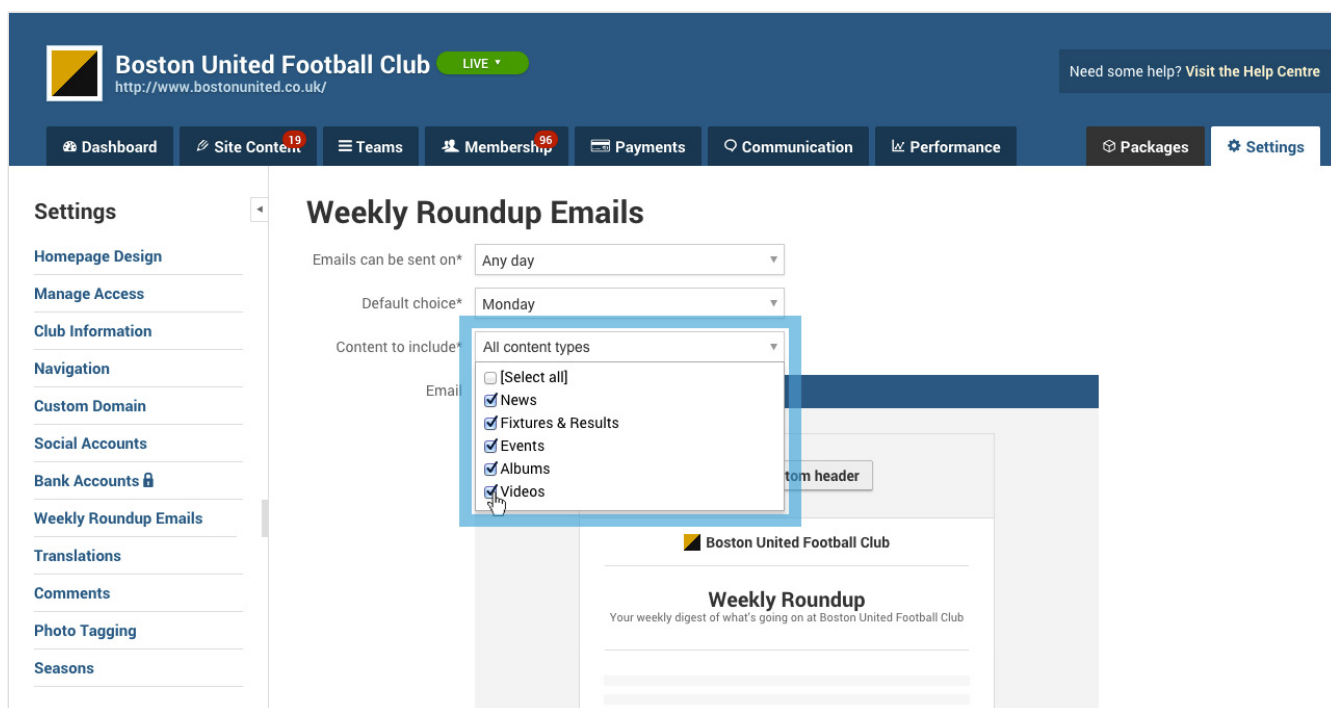
This is a partial screenshot of the 'Weekly Roundup Emails' settings page. It shows the bottom portion of the left-hand menu, including 'Custom Domain', 'Social Accounts', 'Bank Accounts', and 'Weekly Roundup Emails'. The main content area shows the top part of the email preview, including the 'Add custom header' button and the club logo.



Choosing a delivery day

Additionally, you can specify a preferred day for your members to receive the Weekly Roundup Emails on.

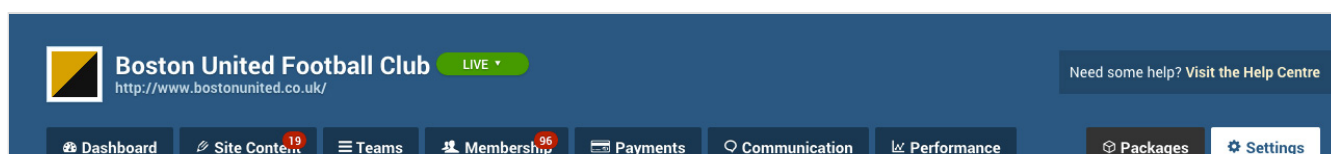
Click into the 'Emails can be sent on' drop-down and select a day for the emails to be sent.



If you choose 'Any day', emails will be sent to each member on the day that member has specified in their preferences.

If a member has not specified a preferred day to receive emails, the email will be sent on the 'Default choice' day.

To change this day, click into the 'Default choice' drop-down and select a day.



Settings

- Homepage Design
- Manage Access
- Club Information
- Navigation
- Custom Domain
- Social Accounts
- Bank Accounts
- Weekly Roundup Emails**
- Translations
- Comments
- Photo Tagging
- Seasons

Weekly Roundup Emails

Emails can be sent on*

Default choice*

Content to include*

Email

[Add custom header](#)

Boston United Football Club

Weekly Roundup

Your weekly digest of what's going on at Boston United Football Club

Note that it is not possible to select a default choice day if you have specified a day for emails to be sent on. This is because all emails will be sent on your chosen day irrespective of member preferences, and thus a default choice day is not required.

Attaching a sponsor

Access your Club Control Panel and click the 'Settings' tab, then select 'Weekly Roundup Emails' from the left-hand menu.

Boston United Football Club LIVE

<http://www.bostonunited.co.uk/>

Need some help? Visit the [Help Centre](#)

- Dashboard
- Site Content ¹⁹
- Teams
- Memberships ⁹⁶
- Payments
- Communication
- Performance
- Packages
- Settings**

Weekly Roundup Emails

Emails can be sent on*

Default choice*

Content to include*

Email

[Add custom header](#)

Boston United Football Club

Weekly Roundup

Your weekly digest of what's going on at Boston United Football Club

Click the grey 'Add sponsor' button located in the centre of the page.

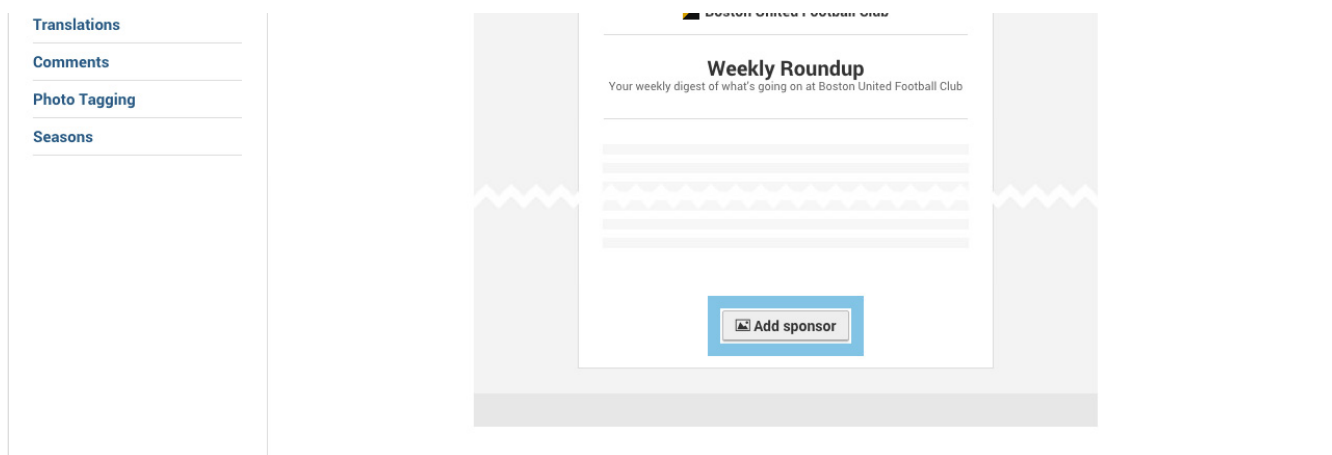
Default choice*

Content to include*

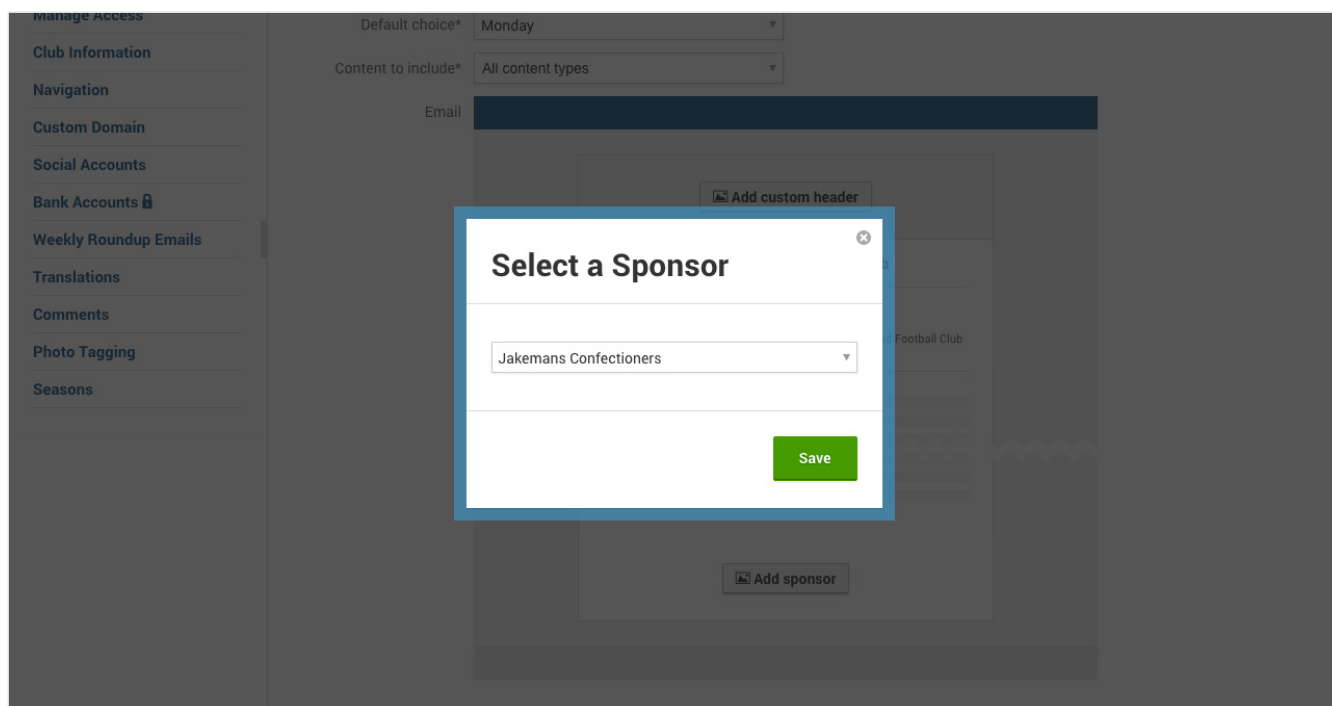
Email

[Add custom header](#)

Boston United Football Club



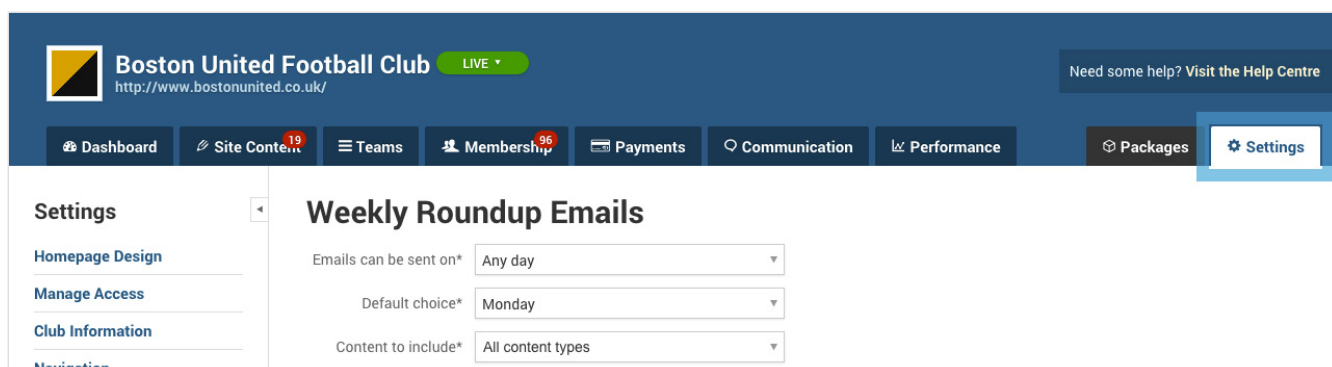
In the overlay, select the desired sponsor from the drop-down options, then click the green 'Save' button to confirm this.

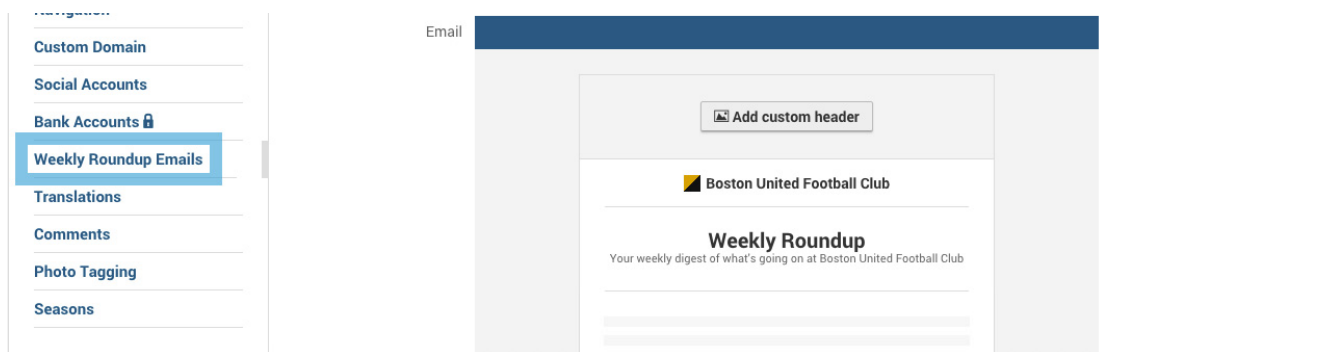


Adding a custom header

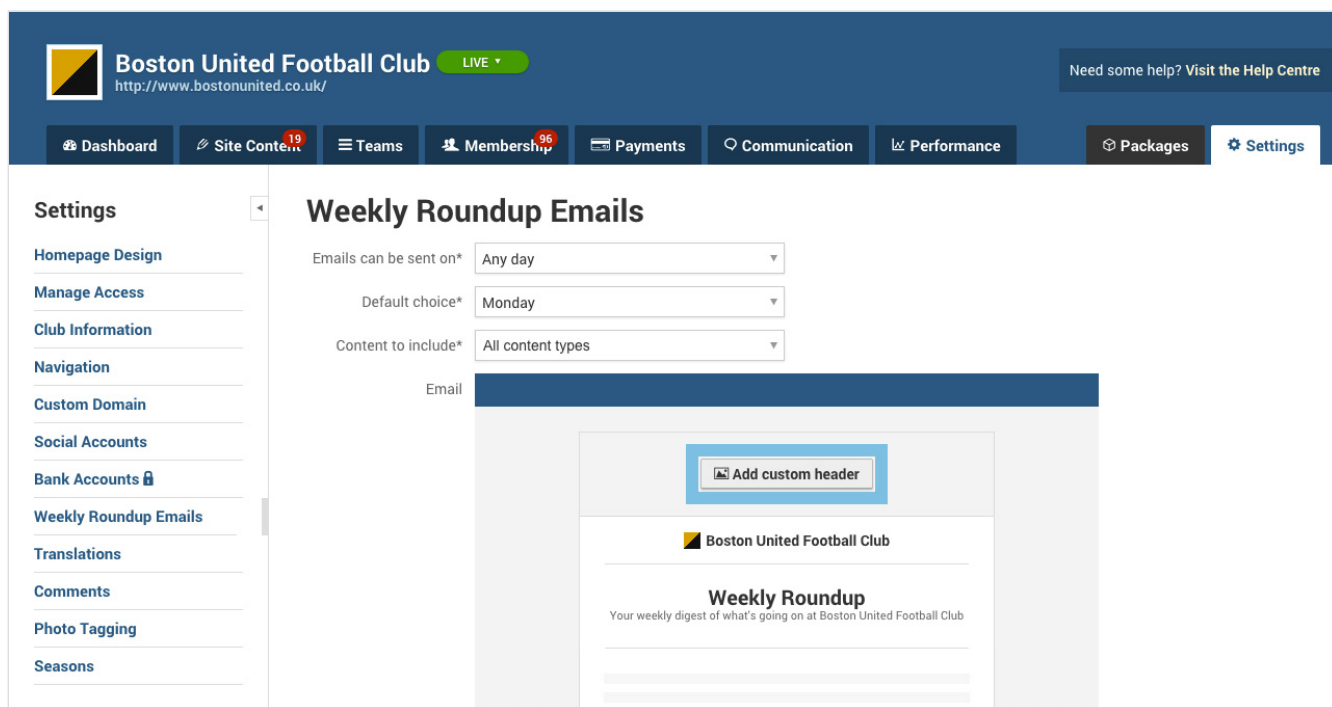
Personalisation of your Weekly Roundup Emails with a bespoke header is available to clubs on the Standard or Pro package.

Access your Club Control Panel and click the 'Settings' tab, then select 'Weekly Roundup Emails' from the left-hand menu.



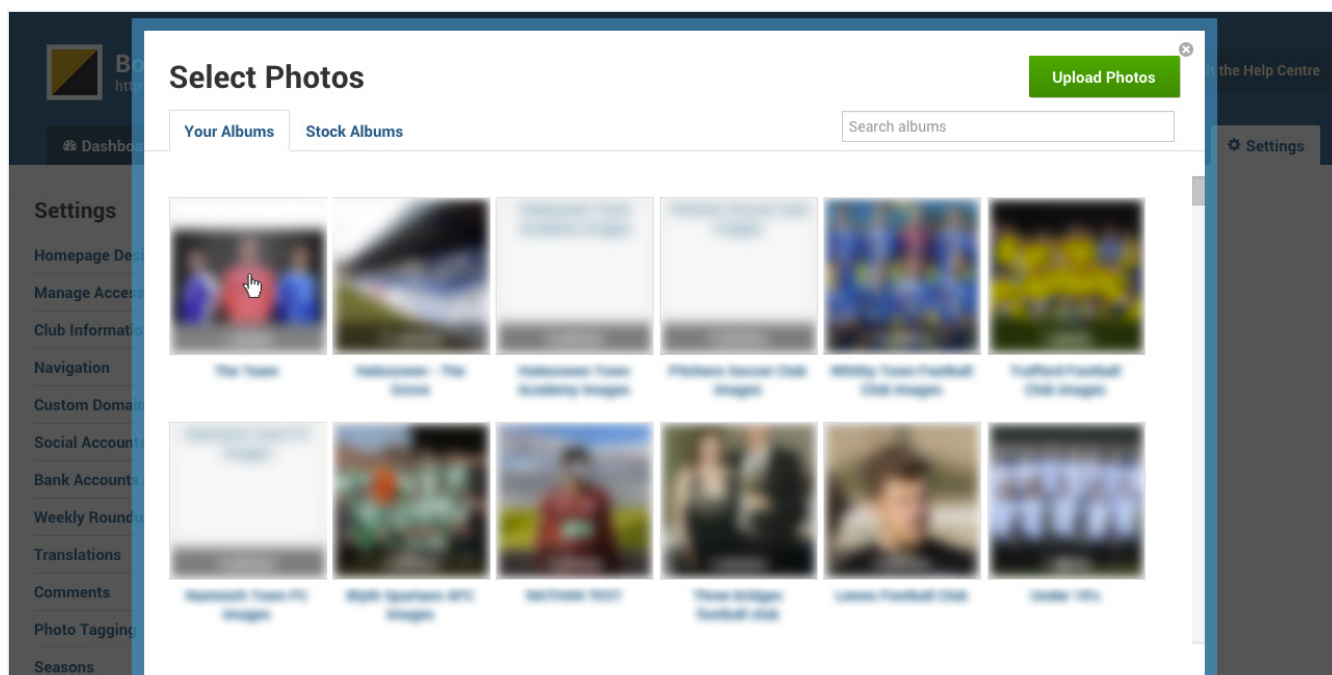


Click the grey 'Add custom header' button located in the centre of the page.



In the overlay, you can then choose an image from any album added to your Pitchero account.

Simply click into the relevant album, then click the desired image.





Please Note

If adding your own custom header image to your Weekly Roundup emails, it must be exactly sized at 600 pixels in width and 120 pixels in height.

Top Tip

As part of the bespoke artwork for your website on the Standard or Pro package, you are also eligible for a bespoke header design for your Weekly Roundup Emails.

This will help to unify the format between your club's website and the emails sent to your members.
